

**Minutes  
Village of East Troy  
Plan Commission & Architectural Review Board  
July 13, 2015**

- 1. Call to order** - President Timms called the meeting to order at 6:30 pm
- 2. Verification of open meeting notice** - Clerk-Treasurer Suhm verified the meeting had been posted according to open meetings laws.
- 3. Roll call**
  - Present: President Timms, Trustee Seager, Commissioners Edward Arendt, John Grudnowski, Anna Mack, Scot Serafin
  - Excused:
  - Absent: Commissioner Kirk Nelson
  - Others: Zoning Administrator Tim Schwecke, Engineer Tim Hastings and Clerk-Treasurer Suhm
- 4. Approve Plan Commission minutes of June 8, 2015**

Motion by Commissioner Arendt, second by Commissioner Grudnowski to approve the minutes dated June 8, 2015. Motion carried.
- 5. Public comment** – No public comment
- 6. Conceptual four-lot certified survey map (CSM) involving an 82-acre parcel (RA314100001) on the south side of Honey Creek Road located in Section 29 and 32, T4N R18E; MLG Investments/US Packaging (Jon Klahr, agent), applicant (application 2015-14)**
  - a. Possible decision by Plan Commission**

Jon Klahr, CFO of US Packaging and MaxPax, described operations in East Troy and Walworth. He explained their desire to expand by moving both operations to the 82 acres south of Honey Creek Road located in TIF #3

Zoning Administrator Schwecke explained the multi-faceted project. He stated the purpose of the special plan commission meeting scheduled for July 20 is to review the site plans for lot 4 of the CSM. There is a developer's agreement that will be associated with this development along with potential TIF funding.

The CSM under consideration is a conceptual approval. Afterwards a final CSM will be submitted and reviewed by the Plan Commission and Village Board.

He went over his staff report dated July 10, 2015. Significant items discussed include:

- The right-of-way was depicted is 66 feet wide on the CSM and should be 75 feet based on it being a collector street and according to ordinance.
- Discussed the right-of-way for Executive Drive to the north is only 66 feet. Engineer Hastings explained this could be due to an ordinance change or the fact that the north end of Executive Drive is not considered a collector street, as defined by ordinance.
- Engineer Hastings explained the 75 foot right-of-way is necessary. Although he did not necessarily think the road needed to be the 48 foot width required by ordinance and the depicted 41 feet might suffice, 48 feet is what the ordinance requires
- Details will need to be addressed concerning grading of the property, stormwater management and financial responsibility.
- The entire property's water services will be provided as part of the boosted zone

Motion by Trustee Seager, second Commissioner Grudnowski to approve the conceptual CSM subject to the findings, general conditions and specific conditions listed in the staff report dated July 10, 2015, with a modification to specific condition #5 to accept it with a 75 foot right-of-way. Motion carried.

**7. Rezone a portion of an 82-acre parcel (RA314100001) on the south side of Honey Creek Road located in Section 29 and 32, T4N R18E from Light Industrial to General Industrial; MLG Investments/US Packaging (Jon Klahr, agent), applicant (application 2015-15)**

**a. Public hearing**

President Timms opened the public hearing at 7:11 p.m.

Darrell Baumeister of 5065 Warren Road, Burlington introduced himself as the owner of the parcel just east of the parcel under consideration for rezoning. He stated he had concerns regarding stormwater runoff and debris during the construction process affecting his parcel. He is concerned this could affect the crops they have planted on the adjacent parcel and asked for consideration of a buffer during construction.

Engineer Hastings explained the DNR and Village will be regulating the project in relation to stormwater management according to strict DNR requirements. He stated theoretically there should not be more water hitting his parcel than there currently is. He assured Mr. Baumeister there will be here will be inspections.

With no more comments President Timms closed the public hearing at 7:14 p.m.

**b. Discussion by Plan Commission and possible recommendation to the Village Board**

Commissioner Arendt clarified the rezoning affects all but lot 1 on the CSM, which will remain light industrial. It was confirmed three of the four lots will change to general industrial.

Zoning Administrator Schwecke went over his staff report dated July 10, 2015 and the draft ordinance 2015-03 (*should be 2015-05*) along with the conditions in the proposal. He explained there is a two-year deadline for recording the CSM.

Motion by Commissioner Arendt, second by Commissioner Mack to recommend to the Village Board the conditional rezoning of the subject property as set for in the ordinance dated July 10, 2015. Motion carried.

**8. Recommendations for future agendas**

Commissioner Arendt inquired if there is a time requirement for removal of shipping crates related to the firework stands, referencing one at the BP gas station. Zoning Administrator Schwecke explained the fireworks sales are approved as a temporary use permit, which requires them to remove everything related to that use within 10 days.

Zoning Administrator Schwecke stated staff recommending an official map. The official map would depict potential roadways within vacant properties and how future roads will be connected. A draft of an official map would be developed at the staff level and brought back to the Plan Commission and Village Board for consideration.

**9. Adjourn**

Motion by President Timms, second by Commissioner Arendt to adjourn.  
Motion carried at 7:22 p.m.

Respectfully Submitted,  
Eileen Suhm  
Clerk-Treasurer